



APPLICANT'S GUIDE TO AN ADMINISTRATIVE PERMIT FOR OVERSIZED ACCESSORY STRUCTURES

These guidelines provide information on how to apply for an Administrative Permit for an Oversized Accessory Structure. Review the attached Zoning Ordinance excerpts to determine where and under what restrictions, these structures are allowed. Please be sure to read ALL of the information in this Guide and application package forms.

FILING REQUIREMENTS

Complete the following forms:

- | | | |
|----|--|------------|
| 1. | Discretionary Permit Application | DPLU#346 |
| 2. | Supplemental Application | DPLU#346S* |
| 3. | Ownership Disclosure | DPLU#305 |
| 4. | Evidence of Legal Parcel | DPLU#320 |
| 5. | Notice to Applicants for Site Plans,
Variances, Administrative Permits and
Use Permits | DPLU#581 |
| 6. | Consent to Granting of an Administrative Permit and a copy(s) of the Assessor's
Parcel Page of contiguous properties and the owner's last name. | |

See page 4 of this form – DPLU#546

OR

Complete Public Notice Procedure – DPLU#278 and 279.

Include also:

7. TEN copies of your detailed plot plan. See DPLU#90A – Typical Plot Plan. The plan MUST be drawn to engineer's scale. Plot plan enlargements or reductions will not be accepted.
8. TEN sets of elevation drawings or sketches of EACH of the FOUR SIDES of the proposed structure.
9. Application fee. See fee schedule for amount on form DPLU #369.

IMPORTANT NOTE: The plot plans and elevations must be folded no larger than 8 1/2" x 11" with the lower right hand corner exposed.

** This form will be "speaking" for you, so it is very important that your project is described in complete detail. For example specify the use, square footage, height, etc. of the proposed and existing structures.*



DPLU-546 (01/05)

EXCERPTS FROM THE ZONING ORDINANCE OVERSIZED ACCESSORY STRUCTURES

Section 6156 a, g and h:

a. **ATTACHED PRIVATE GARAGES AND CARPORTS, STORAGE BUILDINGS, WORKSHOPS, HOBBY SHOPS, AND OTHER SIMILAR NON-HABITABLE USES**

1. *On lots of less than one acre gross*, the total area is not to exceed 1,000 square feet or 25% of the living area of the principal residence, whichever is greater. *On lots of one acre gross or larger but less than two acres*, the area shall not exceed 1,500 square feet or 25% of the living area of the principal residence, whichever is greater. *On lots of two acres or larger but less than four acres*, the area shall not exceed 2,000 square feet or 25% of the living area of the principal residence, whichever is greater. *On lots of four acres or larger*, the area shall not exceed 3,000 square feet or 25% of the living area of the principal residence, whichever is greater.
2. If the portion of the structure in which the attached garage or carport is located is more than one story in height, that portion not used for the shelter or storage of vehicles shall be designed and used as an integral part of the principal residence or approved habitable use such as an accessory apartment, guest living quarters or accessory living quarters.
3. Additional area may be permitted by issuance of an Administrative Permit with notice to contiguous property owners pursuant to Section 7060c. and findings pursuant to Section 7358, Subsections a.1, 3, 5 and 6.

g. **DETACHED PRIVATE GARAGES AND CARPORTS, STORAGE BUILDINGS, WORKSHOPS, HOBBY SHOPS, AND OTHER SIMILAR NON-HABITABLE USES (non-business or non-agricultural purposes).** Only one electric service drop and one electric meter to serve both the main dwelling and structure allowed by this subsection will be permitted.

1. *On lots of less than one acre gross*, the combined area of all such structures shall not exceed 1,000 square feet or 25% of the living area of the principal residence, whichever is greater.
2. Provided a setback of at least 25 feet from property lines is maintained:
 - i. *On lots of one acre gross or larger but less than two acres*, the combined area shall not exceed 1,500 square feet or 25% of the living area of the principal residence, whichever is greater.
 - ii. *On lots of two acres or larger but less than four acres*, the combined area shall not exceed 2,000 square feet or 25% of the living area of the principal residence, whichever is greater.
 - iii. *On lots of four acres or larger*, the combined area shall not exceed 3,000 square feet or 25% of the living area of the principal residence, whichever is greater.

Buildings not meeting this setback requirement are limited in size to 1,000 square feet or 25% of the living area of the principal residence, whichever is greater, unless an Administrative Permit, pursuant to 6156g.4., is obtained.

3. Limited to one story not to exceed 12 feet maximum height. May have two stories and a height not exceeding 24 feet if the accessory structure meets the main building setbacks. If the structure is more than one story in height, that portion not used for the shelter or storage of vehicles shall be designed and used as habitable space defined by Section 6156.b or other approved use such as a guest living quarters or accessory living quarters.
4. Additional area, height and story may be permitted by issuance of an Administrative Permit with notice to contiguous property owners pursuant to Section 7060c. and findings pursuant to Section 7358, Subsections a.1, 3, 5 and 6. The Administrative Permit shall not authorize height/stories exceeding the height/story limit specified by the applicable height/story designator.

h. BARNs AND AGRICULTURAL STORAGE BUILDINGS shall be limited as follows:

1. In zones subject to a Residential Use Regulation (except RR Use Regulations requiring acre minimum), and in the S88 Use Regulations where residential uses occur, a maximum floor area of 450 square feet and one story not to exceed 12 feet in height. Such buildings proposed in the S88 Use Regulations shall conform to the requirements of any applicable Specific Plan. Buildings exceeding 12 feet in height are permitted if the structure meets the main building setbacks, provided the height does not exceed 24 feet. When on the same lot as a detached private garage, workshop and/or storage building, the combined area of all such structures shall not exceed 1,000 square feet or 25% of the living area of the principal residence, whichever is greater.
2. In zones subject to the RR Use Regulations (requiring one acre minimum), A70, A72, S87 and S92 Use Regulations, barns and agricultural storage buildings shall be limited in height to one story not to exceed 12 feet. Buildings exceeding 12 feet in height are permitted if the structure meets the main building setbacks, provided the height does not exceed that permitted by Section 4620(e). A maximum floor area of 1,000 square feet is permitted where the lot is less than one acre gross. A maximum floor area of 1,500 square feet is permitted where the lot is *one acre but less than two acres gross*, and 2,000 square feet is permitted where the lot is *two to four acres gross*. An additional 200 square feet of floor area is permitted for each acre *over four acres* up to a maximum of 5,000 square feet.
3. Additional area, height and story may be permitted by issuance of an Administrative Permit, with notice to contiguous property owners pursuant to Section 7060c. and findings pursuant to Section 7358, Subsections a.1, 3, 5 and 6. The Administrative Permit shall not authorize height/stories exceeding the height/story limit specified by the applicable height/story designator or Section 4620(e).

Section 7060c and d

c. NOTICE TO PROPERTY OWNERS

When required by applicable sections of the Zoning Ordinance, the applicant shall either obtain and submit to the Director, on a form provided by the Director, written consent for issuance of the Administrative Permit from all owners of contiguous property (including owners of parcels or lots across any street or alley from the site) OR shall provide notice materials (as specified by the Director) with the permit application, which shall be used by the Department to notify contiguous property owners of the receipt of said application. If required by applicable sections of the Zoning Ordinance, notice shall be given beyond such owners of contiguous property to any additional owners within the specified distance of the subject property.

d. PUBLIC HEARING

A public hearing shall not be held unless the administering agency determines that such hearing would be in the best interest of the County, or if required by applicable sections of the Zoning Ordinance where a hearing is requested by the applicant or other affected person.

Section 7358 a.1, 3, 5 and 6

- a.** That the location, size, design and operating characteristics of the proposed use will be compatible with adjacent uses, residents, buildings or structures with consideration given to:
1. harmony in scale, bulk, coverage and density,
 3. the harmful effect, if any, upon desirable neighborhood character,
 5. the suitability of the site for the type and intensity of use or development which is proposed and
 6. any other relevant impact of the proposed use.



CONSENT TO GRANTING OF AN ADMINISTRATIVE PERMIT FOR AN OVERSIZED ACCESSORY STRUCTURE

We, the undersigned owners of property adjoining and across the street from the building site described below, certify that we have read the description below and consent to the granting of an Administrative Permit for an Oversized Accessory Structure on the property described as:

Building Site Address _____

Name of Owner _____

Structure & Use _____

Stories: _____ **Height:** _____ feet **Area:** _____ square feet

Setback from Property Line(s) _____ feet to side; _____ feet to rear

NOTICE TO APPLICANT AND ADJOINING PROPERTY OWNERS:

***The above description of the proposed structure MUST be filled in PRIOR to obtaining signatures.
This form WILL NOT BE ACCEPTED unless the description has been completed in full.***

Print or type name(s) of property owner(s)	Signature of owner(s)	Assessor's Parcel No. (Book-Page-Parcel)

I hereby certify that the above original signatures are those of the owners of all of the property *adjoining and across the street* from the building site described above.

Signature of Applicant _____ *Date* _____

Attach an Assessor's Map(s) to indicate the following:

- A. Property for which a permit is being requested. Use slashed lines. See map to the right.
- B. All lots adjoining and across the street from applicant's Property. Use a "Hi-liter" pen or colored pencil to color the parcel number.
- C. Names of owners of lots or parcels adjoining or across the street from applicant's property.

INSERT MAP HERE